



Emerald Glen Park Group Picnic Area Online Rental Terms & Conditions

The City of Dublin has several Picnic Areas available for use by the community. The use of most picnic areas does not require a reservation and is on a first come, first served basis. The large Group Picnic Area at Emerald Glen Park must be reserved in advance. The Emerald Glen Park Group Picnic Area Online Rental Terms & Conditions establishes rules, regulations, procedures and fees governing use of the Emerald Glen Group Picnic Area. For questions, please call the Shannon Community Center at (925) 556-4500.

Classification of Users

Group 3. *Individuals or Other Groups:* Individuals or groups who do not meet the criteria listed above and/or social activities such as picnics, family reunions, awards ceremonies, birthday parties, etc.

- a) Resident (Individuals must reside or own property within Dublin City Limits; Groups must have membership made up of at least 51% Dublin residents)
- b) Non-Resident

All other Groups/Classifications are required to complete an application in-person at the Shannon Community Center, 11600 Shannon Ave, Dublin, (925) 556-4500. The Shannon Community Center is open Monday – Friday, 8AM – 5PM, holidays excepted.

Priority of User Groups

Groups 3A (Resident) - Reservations accepted up to one-year in advance of the requested rental date.

Group 3B (Non-Resident) and Group 4 - Reservations accepted up to three-months in advance of the requested rental date.

Reservation requests submitted less than seven days prior to the requested rental date will not be processed.

Hours of Rental Use

1. The City's Picnic Areas are available for rental from 8AM until dusk. Once the applicant has reserved the desired Picnic Area, the applicant may occupy the Picnic Area anytime between this timeframe.
2. The Picnic Area must be cleaned and vacated by dusk.

Rental Fees

Group 3A Individuals/Other Groups - Resident

Area A (seats 56)	\$70.00 per day
Area B (seats 48)	\$60.00 per day
Area C (seats 96)	\$120.00 per day
All Areas (seats 200)	\$250.00 per day

Group 3B Individuals/Other Groups – Non-Resident

Area A (seats 56)	\$84.00 per day
Area B (seats 48)	\$72.00 per day
Area C (seats 96)	\$144.00 per day
All Areas (seats 200)	\$300.00 per day

How to Make a Reservation

Please note that the City requires the applicant, not another party, to complete all transactions and provide the insurance if required for the rental.

1. To make a reservation, applicants must agree to the Emerald Glen Park Group Picnic Area Online Terms & Conditions and provide full payment of the rental fees.
2. In order to receive the resident rate, the applicant (i.e. the person responsible for the event and payment of fees) must live or own property within the Dublin City Limits.

Payment Schedule

1. Payment of rental fees must be made at the time the online reservation is submitted.
2. Payments may be made by American Express, Discover Card, VISA, and MasterCard.

Cancellations, Changes and Refunds

1. Cancellation requests must be made in writing by the applicant. Refunds will be processed within 30 days of receipt of the written cancellation request. Refunds will be handled as follows:
 - a) If the request is received two months or more prior to the rental date the rental fees will be refunded, less a \$25.00 processing fee.
 - b) If the request is received between two months and 30-days prior to the rental date the applicant will forfeit one-half of the rental fees unless another user rebooks the date. If it is rebooked the rental fees will be refunded less a \$25.00 processing fee.
 - c) If the request is received less than 30-days prior to function the applicant will forfeit one-half of the rental fees.
2. Rental fees will not be refunded for events which are cancelled due to rain. Instead a credit will be placed on the customer's account if notification of rain cancellation was communicated to the Parks and Community Services Department on the day of the reserved use by 10:00 A.M. Notification can be made by calling (925) 556-4500 and leaving a message. Events cancelled due to rain may be rescheduled for a future use to occur within one-year of the cancelled date of use. Failure to cancel a reserved use by the stated time or failure to reschedule a cancelled use within one-year will result in forfeiture of the rental fees paid.
3. Permits may not be transferred, assigned or sublet.
4. ***Occasionally it may be necessary to reschedule, relocate or cancel a request previously approved. If the Picnic Area becomes unavailable due to extenuating circumstances, the City reserves the right to cancel the Facility Use Permit. In this situation, the group or individual will be given as much advance notice as possible.***

General Rental Information

1. Rental permits can only be issued to adults. A responsible adult from the group must supervise the picnic area for proper use during rental hours. Groups composed of minors must be supervised by two (2) adults for each twenty (20) minors at all times while they are using the picnic area.
2. Park facilities other than the reserved picnic areas are open to the general public.
3. To use the soccer fields, cricket field or ball diamonds, you must obtain a Sports Field Use Permit from the Parks and Community Services Department at the Shannon Community Center, 11600 Shannon Avenue, Dublin, (925) 556-4500. The sports fields are closed from December 15 through March 1.
4. The bocce ball courts adjacent to the picnic area are not included in the rental, and are available on a first come, first served basis.
5. The consumption, serving and/or selling of alcoholic beverages is not permitted in the park. Glass containers, including bottles, are not permitted.
6. Barbecues are provided in picnic areas. No portable barbecues are allowed in the park. Coals and ashes are NOT to be dumped in trash receptacles.
7. Campfires/bonfires are not permitted in the park.
8. The use of generators is prohibited. Electrical outlets are available in the picnic area.
9. Dunk tanks, animal rides and petting zoos are not permitted in the park.
10. Bringing additional equipment (such as tables, chairs, tents, stages, etc.) to augment the amenities of the Group Picnic Area must be approved by the Parks and Community Services Director.
11. Rental parties are prohibited from driving vehicles in the park to access the picnic area. Requests for exception to this policy must be submitted in writing to the Parks and Community Services Director, and will only be considered for applicants renting the entire picnic area. If vehicular access is granted the rental applicant will need to provide liability insurance naming the City as additionally insured. An Attendant fee of \$15 per hour would be added to the rental fees.
12. Dogs are to be restrained by a substantial leash not to exceed six feet in length. Persons with dogs must dispose of waste immediately.
13. **SMOKING IS PROHIBITED** within 100 feet of any children's playground area, sports fields, sport courts and picnic areas.

14. It is prohibited to paste, tack, glue or post any sign, placard, advertisement or inscription, or to erect any sign in the park.
15. Selling, vending, or peddling items is prohibited.
16. Use of amplification equipment is not allowed without written approval from the Parks and Community Services Director.
17. Parking is permitted in painted parking stalls only. Vehicles parked illegally will be cited.
18. Storage is not available for events.
19. Use of the picnic area shall be in accordance with all current applicable ordinances, regulations and laws.
20. Requests for exception to the Picnic Area Use Policy must be submitted in writing to the City Manager, or their designee, no later than 45-days prior to the date of use requested.

For questions, please call the Shannon Community Center at (925) 556-4500.

The City of Dublin reserves the right to deny the use of City Picnic Areas to any person or group if such use is deemed to be contrary to the best interest of the City, the facility, and/or Dublin residents.

Applicants should thoroughly review the Emerald Glen Group Picnic Area Use Policy to become familiar with all rental fees, policies and procedures.

***Be sure to bring your approved Group Picnic Area Reservation Receipt
with you on the day of your event to confirm that you reserved the designated picnic area.***